

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Assistant Director for Research and Reports      DATE: 18 January 1954

FROM : Chief, Administrative Staff, ORR

SUBJECT: PROGRESS REPORT - St/A/RR

1. The following administrative activity was undertaken during the months of October, November, and December 1953:

a. More time has been devoted to visiting with divisional and branch components as directed.

b. Training record cards on all ORR personnel have been completed and coded.

c. Qualification cards for 75 per cent of ORR personnel are completed.

d. Accounting systems for the maintenance of funds budgeted and expended have been established and the reporting system designed to provide information by allotments.

e. Coordination with the Office of Training has improved, resulting in better handling of training requests. Approximately 230 training requests since last October, not including CIA or ORR orientation or requests for other Offices for ORR sponsored courses, have been processed and reviewed.

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j. A time-study report was submitted and revision of the present program is underway.

k. Survey of the utilization of safes and safe requirements was completed.

l. Files of 338 persons were shopped. Eighteen persons have requested releases with no placement in view to date. Downgrading of one clerical and separation of two intelligence officers has been completed.

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